

SOUTH CROYDON FOOTBALL CLUB

South Croydon Football Club



Club Policies

As at April 2017

SOUTH CROYDON FOOTBALL CLUB

CONTENTS PAGE

3	MISSION STATEMENT & GUIDING PRINCIPLES
4	CLUB GOVERNANCE
5	CODES OF CONDUCT
6	TEAMS SELECTION POLICY & GUIDELINES
7	TRAINING POLICY
9	ISSUE RESOLUTION POLICY & GUIDELINES
10	DISCIPLINE POLICY
11	PLAYER OBLIGATIONS & AGREEMENTS
13	RACIAL AND RELIGIOUS TOLERANCE POLICY
17	SMOKEFREE POLICY
19	ALCOHOL MANAGEMENT POLICY
21	SAFE TRANSPORT POLICY
22	ILLEGAL DRUG POLICY
26	RISK MANAGEMENT POLICY
29	PRIVACY POLICY
33	APPENDIX 1 – Important Club Contacts
34	APPENDIX 2 – Match Day Ground Checklist

SOUTH CROYDON FOOTBALL CLUB

MISSION STATEMENT & GUIDING PRINCIPLES

The South Croydon Football Club aims to be the leading community based Club in the Maroondah region and in the Eastern Football League.

Our Club provides an opportunity for local players, supporters and businesses to be involved in a successful environment.

This aim will be achieved by promoting and developing the following Guiding Principles:

- **Provide a safe family environment.**
- **Maintain a strong Junior Club**
- **Everyone enjoys participation**
- **Ensure sound coaching philosophies**
- **Foster the development of junior players**
- **Provide a strong and safe social environment**
- **Ensure financial viability**

All players, coaches officials, members, parents, supporters and Committee members have a responsibility at all times when representing the South Croydon Football Club to conduct themselves in an appropriate manner consistent with these Principles and these Club Policies.

SOUTH CROYDON FOOTBALL CLUB

CLUB GOVERNANCE

The South Croydon Football Club Inc is an incorporated association for the purpose of conducting an Australian rules football club and is run as a not-for profit entity. The operations of the South Croydon Football Club Inc are governed by the Rules for an Incorporated Association.

The business of the Club is managed by a Committee elected annually at a formal Annual General Meeting (AGM) of Club Members. The following nominated Officials are elected at the AGM:

- President;
- Vice President;
- Secretary; and
- Treasurer

Other officials are elected as General Committee members. Nominated officials and General Committee members make take on additional responsibilities (i.e. revenue, membership, merchandise) as decided by the Committee.

The Committee meets monthly throughout the football season and receives formal reports from the President, Treasurer and the Football Department. A quorum for the Committee is 50% of Committee members.

The Committee is the ultimate decision making authority of the Club and is responsible for:

- Good governance and behaving in an ethical manner;
- Making decisions that are financially responsible;
- Looking after the best interest of the Club and its members; and
- Enforcing these club policies.

The Committee may form sub-committees for any task deemed necessary by the Committee. Sub-committee's may also include any club member or specialist assistance as determined by the Committee.

A copy of the Rules for an incorporated Association for the South Croydon Football Club Inc are available on request from the Secretary.

SOUTH CROYDON FOOTBALL CLUB

CODES OF CONDUCT

The South Croydon Football Club fully supports the Codes of Conduct as introduced by the AFL, AFL Victoria and the Eastern Football League.

The Codes of Conduct are mandatory and apply to all members, including players, coaches, officials, supporters and parents.

All members, including players, coaches, officials, supporters and parents are representing the South Croydon Football Club and should not do anything that will discredit or bring adverse attention to the Club.

COACHES CODE OF CONDUCT

- Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in the Eastern Football League.
- Coaches are to coach in a positive manner, concentrating the majority of addresses to the players on what is required from players and the team for the future (next quarter, next game).
- Any discipline or negative player feedback regarding their performance is to be provided privately. Players are not to be denigrated in front of the playing group.
- Verbal abuse of players or the team, including excessive swearing, will not be tolerated and may result in dismissal of the Coach.

PLAYER'S CODE OF CONDUCT

- Be a team player – it's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the umpires and team mates.
- Prepare yourself for play to the highest possible standard.
- Play for your own enjoyment and to improve your fitness and skills.
- Play by the rules – the rules of your Club, the laws of the game and do not be involved in actions which result in yellow or red cards being applied.
- Never argue with an umpire or other official – without these people, you can't play football.
- Control your temper - verbal abuse of officials and sledging other players doesn't help you enjoy or win any games.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team mates, family and your Club if you do – & many such comments are actually now illegal.

MEMBERS, PARENTS & SUPPORTERS CODE OF CONDUCT

- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.

SOUTH CROYDON FOOTBALL CLUB

- Teach that enjoyment is more important than winning.
- Recognise all volunteers who are giving up their valuable time.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Never publicly criticize umpires – raise personal concerns with Club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – and many such comments are actually now illegal.
- By your son or daughter registering with the South Croydon Football Club you agree to abide by these principles.
- You support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and/or spectators for repeated or serious breaches of these Codes of Conduct.

OFFICIALS CODE OF CONDUCT

- As an official of the Club, ensure that your own behavior is consistent with the principles of good sportsmanship. Actions speak louder than words.
- Compliment both teams of their efforts.
- Be consistent, objective and courteous in calling all infractions.
- Promote fair play and appropriate sports behavior and condemn unsportsmanlike conduct
- Use common sense to ensure that overcalling violations does not lose the spirit of the game for players.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of players.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Don't do anything that will discredit or bring adverse attention to your Club.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

TEAMS SELECTION POLICY & GUIDELINES

Ultimately, the Senior Club Coach has the right to make selection decisions in all teams - for the benefit of the senior team and for the development of the player.

It is Club policy to support our Coaches in any reasonable decisions they make.

The Club requires all Coaches to adhere to the following guidelines as far as practicable:

Senior, Development and U19 teams

The Club aspires to provide players the opportunity to play in the highest level within the league.

The selection of the Senior, Development and U19's teams is the responsibility of the appointed coaching panel, based on the panel's judgment and perception of the player's abilities, potential, development, attitude, commitment and the need for team balance.

In team selection, the needs of the Senior team take priority over other teams.

The Committee may override the selection of an individual player where the Committee believes the selection to be inappropriate due to the players' non-compliance with the Club Policies or where the Committee believes the selection may endanger the safety or development of the player.

Two U19 teams (if applicable)

Where two sides are formed in the same age group and in different Divisions or league, Coaches are empowered to select teams. This is to be based on the Coaches judgment and perception of the player's abilities, potential, development, attitude, commitment and the need for team balance.

The Senior Coach will assist the Coaches select the sides if required.

U19 - Special needs

The Club appreciates that there may be extenuating circumstances, and that some players may wish to be in a particular side. Such requests should be made through the Coaches and Team Managers of the respective teams in accordance with the Club conflict resolution procedure.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

TRAINING POLICY

1. Train

- If you commit to playing football then you must train, each & every session. If you cannot make it to training then you must speak to the Senior Coach or Reserves Coach or the U19's Coach (which ever is applicable) in person AND in advance of the session.
- If you send a SMS Text it must be received before 6.00pm.
- If you fail to train AND you didn't advise one of the above mentioned coaches in advance, then you will present yourself to the Leadership Group, who will then decide what action to take.

2. Always be punctual

- Punctuality is vital to establish a standard and show that you can be relied upon.
- Training starts at 6:00pm, unless otherwise advised. You need to arrive at training prior to 6:00pm, so you are ready by the start time.
- On game day:
 - All U19 players must be at the ground by 8:45am.
 - All reserve players must be at the ground by 10:30am.
 - All senior players must be at the ground by 12:30pm.

3. Respect what you are told

- Respect what you are told by both your team mates and the coaches.
- If one of the coaches tells you something, it is only to make you a better footballer and in turn make you part of a better team.
- If a team mate tells you something, constructive or otherwise, remember it's the Football Club telling you something, not a team mate to start an argument with.
- Don't just wait for the coaches to approach you for feedback; you are encouraged to approach the coaches for clarification on selection and performance, as well as perceived strengths and weaknesses and development needs.

4. Respect the Clubs facilities & equipment

- If your football boots are muddy, take them off before entering the rooms at any time on a training night. Note that this rule does not apply to match days.
- Do not litter.
- Do not leave footballs & equipment where they can be forgotten about or stolen.
- Players in all teams are required to assist cleaning and keeping change rooms tidy after every training session and game.

5. You cannot leave the training track

- Without first getting approval from the Senior Coach, Reserves Coach or the U19's Coach.

SOUTH CROYDON FOOTBALL CLUB

6. Attire

- Have your football, boots, runners, something to swim in, towel and your mouth guard with you at every session.

7. Injured players must attend training

- Injured players are to attend training for a number of reasons:
 - Injured players must attend training and report to the Senior Coach, Reserves Coach or the U19's Coach (as applicable), in consultation with the Medical Staff, for rehabilitation.
 - Your attendance galvanises the playing group out on the track and shows everybody that you are still keen to be involved. When you don't attend, the guys on the track start to think that just turning up to training is enough when it is clearly not.
 - Injured players can participate in modified training wherever possible. Even if you can't join in the ball work, we have a number of 20 minute programs that have been worked out around each common type of injury.
 - You can help the Club by taking on some of the other tasks, such as making sure the footballs are pumped up, collecting footballs from behind the goals, grabbing hold of a tackle bag during drills, filling up the water bottles, putting the footballs & cones away and sweeping out the rooms.
 - You may also be asked to attend junior club training and assist with training of juniors.

Additional notes on injuries

- South Croydon Football Club follows the AFL concussion management in Australian Football policy.
- Senior and reserves players who are injured on the weekend in competition are expected to have assessment by the club physiotherapist (or other medical staff) on the following Monday night.
- All injuries (both at training and in play) are recorded by the trainers on the day of injury and kept securely for use if required.
- All players are expected to complete a confidential medical form which is kept with the training staff for emergency use.

8. Stay back for selection (seniors only)

- You must stay back on a Thursday night for selection. Every effort will be made to finish selection by 8:30pm, with the teams announced as soon as possible thereafter.
- You are required to attend any team meeting as requested by the coach on selection night - every player must attend, with no excuses. This meeting will go for approx. 20 minutes and will arm you with information on the ground, our game plan and your role in it, our opponents and any specific match-ups. This means you will be aware of what we expect from you 2 days out from the game, not on a Saturday.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

ISSUE RESOLUTION POLICY & GUIDELINES

POLICY

The South Croydon Football Club requires that all issues are resolved to the satisfaction of the members and Committee in a timely fashion. Accordingly, the following issue resolution procedures have been developed to enable this objective to be fulfilled.

In resolving any issues, these Club Policies are to be applied.

All members have a responsibility to participate in reasonable actions to resolve issues. The procedures below detail the level of involvement for expediting issue resolution.

PROCEDURE

1. Any person wishing to raise an issue shall do so as follows:

ISSUE	RAISED WITH
Football or team related	Team Manager or coach
General Issue	Committee Members

Any football or team related issue must be referred to the Team Manager / Coach in the first instance and they shall be given the initial opportunity to resolve any such issue.

The Team Manager, Coach and / or the Committee and the claimant, should meet and try and resolve the issue in a collegiate manner. Where possible the person reporting the issue should make suggestions that may resolve the issue as soon as possible after an issue has been reported.

Only if the issue remains unresolved can the issue be referred to the President or Secretary.

2. Where the initial parties cannot resolve the issue, the Team Manager should refer the matter to the President or Secretary as soon as possible.

3. In attempting to resolve the issue, all parties should take into account the following factors;
 - 3.1 The extent of the issue, i.e. if it is likely to have a wider effect in the Club.
 - 3.2 The number of players or teams affected.
 - 3.3 Whether appropriate temporary measures are possible or desirable.
 - 3.4 The expected time before the issue can be addressed.
 - 3.5 What resources may be needed to resolve the issue?

4. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues.

5. Only the Club President is authorized to make public statements on behalf of the Club.

6. The Team Manager and / or Coach may at any time call on Members for assistance.

SOUTH CROYDON FOOTBALL CLUB

All persons must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials or the public. If any hazard is identified the Committee are to be informed as soon as possible.

This Policy will be reviewed on or about 30/04/2019

DISCIPLINE POLICY

The Discipline Policy applies to all players of the Club. Any action which jeopardises the welfare or reputation of the Club, team or team mates shall cause the offender to explain his actions before the Disciplinary Committee of the Club.

The Disciplinary Committee shall consist of the senior player leadership group and up to two senior members of the Club Committee.

A person appearing before the Disciplinary Committee may:

- Ask to have any witness or person helpful to their case appear before the Disciplinary Committee.
- Request a delay to the appearance for work or personal reasons or availability of witnesses for up to one week.

If an action is found by the Disciplinary Committee then it will be categorised as minor, serious or grave.

For all other matters relating to the actions of members, supporters or officials of the club, the matter shall be considered by the Committee.

MINOR OFFENCE

1st time - A warning will be given.

2nd time - A possible suspension from playing or suspended sentence.

3rd time or any subsequent time - Suspended from playing from 1 game to indefinite.

MINOR OFFENCES include but are not limited to: Actions likely to cause the player to be reported under EFL rules, umpire abuse, team mate abuse, interaction with opposing supporters, disobeying coaching instructions, deliberately causing disharmony among the playing group, arguing with team mates, coaching or support staff, vilifying in any manner, team mates, coaching or support staff, endangering the health of team mates or self, failing to alert coaching staff of unavailability to play or train or any action the coaching staff may see causing harm to the Club.

SOUTH CROYDON FOOTBALL CLUB

SERIOUS OFFENCE

1st time - Suspended sentence or suspended for 1 to 4 games.

Repeat - Suspended indefinitely or registration cancelled.

SERIOUS OFFENCES include but are not limited to: Physically dangerous actions towards team mates, opposition or others, playing or training under the influence of illegal drugs, playing or training while intoxicated with alcohol, receiving a 2nd yellow card in one season, for language abuse of trainers or water carriers, including opposition.

GRAVE OFFENCE

1st time - Suspended indefinitely or registration cancelled.

Repeat - Registration cancelled.

All players will have their hearing and results within one (1) working week of notification; they must appear before the Disciplinary Committee. In the event of the player asking for a delay, the working week will start from the time of the hearing's commencement.

GRAVE OFFENCES include but are not limited to: Physical attacks on team mates, coaching and support staff, physical attacks on any non-playing personnel from another Club, disclosing confidential information to opposing teams, racial vilification of opponents, team mates or any person at the ground.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

PLAYER OBLIGATIONS & AGREEMENT

For the term of any player registration with the South Croydon Football Club Incorporated players agree this document records the following agreement between the parties:

PLAYER OBLIGATIONS

Senior players are required to have a signed contract with the Club setting out the terms and conditions of their own and the Clubs obligations. Players must adhere to the conditions of their contract and abide by the Player Code of Conduct. In addition, players must:

- 1.1 Attend all training sessions and team meetings of the Club.
- 1.2 Obey all reasonable directions of the Senior Coach, President and Secretary of the Club.
- 1.3 Play in all football matches in which you selected to play or as otherwise directed by the Club unless a duly Qualified Medical Practitioner rules you unfit to play.
- 1.4 Comply with all reasonable requirements of the Club relating to preparation for matches, attendance at social functions, behavior and dress.
- 1.5 Not play or train for Australian Rules Football with any other Club or team (save for a Victorian representative team or the league representative team) without first obtaining the consent in writing of the Club.
- 1.6 Do everything reasonably necessary to obtain and maintain the best possible physical condition so as to render the most efficient service to the Club and to submit from time to time and as and when required by the Club to a complete a thorough medical fitness test and examination.
- 1.7 Maintain membership of recognized hospital and medical benefits fund which provides hospital, medical and dental benefits coverage and includes ambulance subscription.
- 1.8 Not engage in any dangerous activity which in the opinion of the Club may affect your ability to perform obligations under this agreement without first obtaining the consent in writing of the Club.
- 1.9 During league matches, wear only such items of playing apparel as may be approved of or prescribed by the League and to the extent that the same are not inconsistent therewith, the Club.
- 1.10 Not comment on a matter which the Club has notified you is a matter upon which you are not to comment publicly.
- 1.11 Reimburse the club for all fines received by the club regarding the payers on-field behavior (yellow and red card fines) and, if required by the Club, any costs associated with appearances before the league tribunal.

PLAYER BOUND TO RULES

- 2.1 The Player hereby agrees with the Club that he is bound by;
 - (a) The Rules and Regulations of the Club;
 - (b) The Rules and Regulations of the League (including requirements of players and Clubs regarding registration); and
 - (c) The Rules and Regulations of AFL Victoria Inc, Including any modifications thereof made from time to time ("the Rules").
- 2.2 The Player hereby acknowledges that the Rules restrict the freedom for him to transfer from one Club to another but that such Rules are necessary and reasonable for the purpose of;
 - (a) Achieving an even and well-matched competition;
 - (b) Ensuring the competition is properly organized and well administered;

SOUTH CROYDON FOOTBALL CLUB

- (c) Encouraging Clubs to support junior development of Players to support the future of the competition; and
- (d) Protecting and promoting the game of Australian Football.

DISPUTE

3.1 In the event of a dispute arising between the parties during the term of this agreement or following the termination hereof, the matter may be referred for determination to the nominee of the League. A request for determination by an aggrieved party shall be made in writing to the other party and shall contain a precise statement of the Issue in dispute and all relevant facts giving rise to the dispute. The League may adjudicate upon any dispute in accordance with its rules in force at the time.

TERMINATION

This agreement may be terminated by;

4.1 The Club - if the Player is in breach of any of his obligations hereunder and the breach continues for a period of 14 Days after notice in writing by the Club to the Player requiring the breach to be remedied.

4.2 The Player - if the Club is in breach of any of its obligations hereunder and the breach continues for a period of 14 Days after notice in writing by the Player to the Club requiring the breach to be remedied.

4.3 The Player - immediately by notice in writing given to the Club upon his name being included, in accordance with The Rules of the Australian Football League ("the AFL"), on the official list of players of any team competing in The AFL competition.

PLAYER MOVEMENT TO TAC / VFL / AFL

5.1 The player will remain registered with the Club until the expiration of the agreement it is noted and agreed to by all parties to this agreement that the VFL and or AFL contract will take precedence over this agreement and that the rules and regulations of the TAC, AFL or VFL will be adhered to.

WAIVER

6.1 A waiver by any party of any of the terms and conditions of this agreement in any one case shall not be deemed or construed to be a waiver of such term or condition for the future or for any other or subsequent breach.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

RACIAL AND RELIGIOUS TOLERANCE POLICY

1. COMMITMENT

1.1. The South Croydon Football Club is committed to an environment, which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.

1.2. The Club is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), and the Equal Opportunity Act 1995 (Vic) (the legislation). This policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This policy is not in substitution of the legislation.

1.3 The Club will ensure that this policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.

1.4 Nothing in this policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation. In the event a complaint is made under this policy the Club shall ensure that the parties are informed of their rights.

2. DEFINITIONS

In this policy;

- “Complaints process” means the procedure outlined in sections 6, 7 and 8 of this policy.
- “Club” means the South Croydon Football Club.
- “Engage in conduct” includes use of the internet or email to publish or transmit statements or other material.
- “League” means the Eastern Football League.
- “Detriment” includes humiliation and denigration.
- “Discrimination” means for the purpose of this policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, colour, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.
- “Participant” includes a player, director, officer, employee, and volunteer, to an agent of a Football Club that participates in the League.
- “Spectator” is a person that attends a football game or event conducted by a Club or the League.

SOUTH CROYDON FOOTBALL CLUB

3. PROHIBITED CONDUCT

3.1 Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempt's, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

3.2 Serious Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, gender, sexual preference, orientation or identity, special ability or disability descent or national or ethnic origin.

3.3 Racial and Religious Discrimination

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, gender, sexual preference, orientation or identity, special ability or disability descent or national or ethnic origin.

3.4 Victimisation

3.4.1 No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall victimise another person.

3.4.2 A person will victimise another person (the victim) if;

(a) The person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this policy; or

(b) The person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

4. AUTHORISED PERSONS

4.1 The Club will appoint a Complaints Officer (the Club's Complaints Officer) to ensure that any breach of this policy is responded to in an equitable and prompt manner.

4.2 The President of the Club (the President) is the senior decision maker in the Club's Complaints Process.

Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

SOUTH CROYDON FOOTBALL CLUB

5. CONFIDENTIALITY AND RECORDS

5.1 Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.

5.2 The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.

6. INTER CLUB BREACH OF THE POLICY

In the event that it is alleged that a spectator or participant from another Club has contravened this policy;

6.1 An Umpire, spectator or participant of the Club may by 5.00 pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with Complaint's Officer of the Club;

6.2 The Complaint's Officer of the Club where the complaint was made shall, by 5.00 pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer;

6.3 The Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer

7. INTRA CLUB BREACH OF THE POLICY

In the event that it is alleged that a participant of the Club has contravened this policy an umpire, spectator or participant may by 5.00 pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Club's Complaints Officer.

8. MANAGEMENT OF INTRA CLUB COMPLAINTS

The Club's Complaints Officer shall;

8.1 Make every effort to ensure that;

8.1.1 Confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;

8.1.2 Any breach of confidentiality is referred to the Eastern Football League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;

8.2 Inform the person alleged to have contravened the policy (the respondent) of the complaint and provide the respondent with an opportunity to respond to it;

8.3 Inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;

8.4 Obtain written statements from any witnesses identified by both parties to the complaint;

8.5 Where available, obtain any other evidence;

8.6 Arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;

8.7 Take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;

SOUTH CROYDON FOOTBALL CLUB

8.8 Refer the complaint to the League's Tribunal;

8.8.1 When the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;

8.8.2 Directly when a respondent has previously taken part in conciliation as a respondent of a complaint;

8.8.3 When both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;

8.8.4 when both the Club's Complaints Officer and President determine that under sections 24 or 25 of the Racial and Religious Tolerance Act 2001 (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;

8.9 Ensure that any time limit referred to in this policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;

8.10 Ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

9. CLUB'S LIABILITY

The Club may be vicariously liable for conduct engaged in by a participant which if found to have contravened this policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

10. MONITORING AND REVIEW OF THE POLICY

The policy will be monitored on an ongoing basis by the Club's Committee.

The South Croydon Football Club's Complaints Officer is Vince Cali – 0429 040 727

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

SMOKE FREE POLICY

The South Croydon Football Club recognises that passive smoking is hazardous to health and those non-smoking Club members and visitors have the right to be protected from exposure to tobacco smoke.

Accordingly, the following policy shall apply to all Club facilities, functions, meetings and activities undertaken by the Club and will apply to all members, officials, players and Club visitors.

Facilities

All Club facilities are to be completely smoke free and shall include;

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage area
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room.
- Cigarettes will not be sold (including vending machines) at any time at or by the Club.
- Players, Officials & Coaches, players, trainers, volunteers and officials will refrain from smoking and remain smoke free while involved in an official capacity for the Club, on and off the field.

Functions

All Club functions including social and fund raising events and meetings are to be completely smoke free;

- Ashtrays will be removed from all Club facilities.
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at Club facilities.
- Smokers leaving the designated licensed area of the Clubs social rooms will not be permitted to take alcohol from that area.
- All Club functions held away from the Club facilities are to be completely smoke free and shall require an assurance from the venue management of compliance with the Club policy before a booking is confirmed by;
 - Removing all ashtrays from venue where function is to be held;
 - Enforcing a smoke free policy during the function;
 - Not selling cigarettes (including vending machines) at any time during the function; and
 - Invitations and advertising for all functions, meetings and events will be promoted as smoke free.

Non-compliance

All Club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process;

- Explanation of the Club policy to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the Club facilities or function.

SOUTH CROYDON FOOTBALL CLUB

Policy Promotion

The Club will promote the smoke free policy regularly by;

- Putting a copy of the policy in Club newsletters, notice boards, website and printed member/player information
- Displaying a copy of the policy in the Club social rooms
- Periodic announcements to members at functions.
- The Club recognises the importance of educating Club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information on to assist this process.
- The Club will actively participate in the Australian Drug Foundation's Good Sports program with an ongoing priority to achieve Level 3 accreditation.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

ALCOHOL MANAGEMENT POLICY

This policy provides the basis for the responsible use of alcohol by the South Croydon Football Club and is seen as fundamental to the aims of the Club.

The Club recognises the importance of holding a liquor licence, enabling it to generate income and hold social functions. In doing so however, we accept the responsibilities and expectations of the community in adhering to liquor licensing laws and the criteria of the Good Sports Program.

To ensure the aims of the Club are upheld and that alcohol is managed responsibly by the Club and its members, the following requirements will apply when alcohol is served at the Club or during a Club function.

Serving Alcohol

Alcohol will be served according to the legal and moral requirements of the Club's Liquor Licence with the safety and wellbeing of patrons the priority.

- The Club maintains a current appropriate Liquor Licence.
- At least one RSA trained server will always be on bar duty to serve alcohol. Names of RSA trained bar staff will be displayed.
- Bar servers do not consume alcohol when on duty.
- People under 18 will not serve or be served alcohol.
- The Club does not encourage excessive or rapid consumption of alcohol.
- When serving non pre-packaged alcohol, standard drink measures will be served at all times.
- Information posters about Standard Drink measures will be displayed at the bar.
- The Liquor Licence and all legal signage will be displayed at the bar.
- An incident register shall be maintained and any incident recorded.
- Intoxicated / drunk patrons will not be permitted to enter the premises.
- Servers will follow RSA training procedures when refusing service.
- Intoxicated / drunk patrons will be asked to leave the premises (after appropriate safe transport options are offered).

Underage Drinking

- Alcohol will not be served to persons aged under 18.
- Servers and committee members will ask for proof of age whenever necessary or whenever in doubt.
- Only photo identification issued by an appropriate Government body will be accepted as 'proof of age'.

SOUTH CROYDON FOOTBALL CLUB

Alcohol Alternatives

The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol.

- Tap water is provided free of charge.
- At least four non-alcoholic drinks and one low-alcoholic drink options are always available and are at least 10% cheaper than full strength drinks.
- Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present.
- The Club will avoid using alcohol for player awards and fundraising prizes.

Safe Transport

The Club has a (separate) Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

Smoke-Free

The Club has a (separate) Smoke-Free Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

Club Trips

The Club will monitor and ensure any Club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the Club.

Non Compliance

All Club Committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws will be handled according to the following process;

- Explanation of the Club policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person / people to leave the Club facilities or function.

Committee Policy Management

The presence of committee members is essential to ensure the operation of the bar and compliance with this policy. At least two committee members who are RSA trained are required to be present at all Club functions when the bar is open. Key responsibilities of the duty committee members are to;

- Meet visiting police, cooperate and assist with any inquiries.
- Compliance in respect of persons under 18 years of age on premises.
- Recording any incidents in the incident register.
- Ensuring strict compliance with all sections of this policy in accordance with legal requirements and the Good Sports program.

SOUTH CROYDON FOOTBALL CLUB

Policy Promotion

The Club will promote the alcohol management policy regularly by;

- Putting a copy of the policy in Club communications, e.g. newsletters, website and printed member / player information.
- Displaying a copy of the policy in the Club social rooms.
- Periodic announcements to members at functions.
- The Club recognises the importance of educating Club members, particularly players, about the benefits of an alcohol management policy and will endeavor to provide information to assist this process.
- The Club will actively participate in the Australian Drug Foundation's Good Sports Program with an ongoing priority to maintain Level 3 accreditation.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

This Policy will be reviewed on or about 30/04/2019

SAFE TRANSPORT POLICY

This policy aims to provide a basis for the responsible use and/or non use of alcohol by the South Croydon Football Club and to avoid any incidents as people travel to or from the Club and its events.

The Club understands and accepts its responsibility to the safety of our members and friends. The following requirements will apply when alcohol is served, either at the Club or during a Club function;

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver).
- Telephone calls will be made free of charge to arrange a taxi or other transport.
- Contact telephone numbers for taxi services will be clearly displayed.
- In specific cases, where a designated driver nominated by the Club has accepted the responsibility to drive others home safely, the Club will provide nonalcoholic drinks and bar food free of charge.
- Bar servers will be provided nonalcoholic drinks and bar food free of charge by the Club (only for Club bar staff).
- Where available Club transport will be provided to/from events.
- A key register will be implemented.
- Taxi vouchers will be considered as part of selected raffle prizes/player awards.
- Committee will pre-order taxis to arrive at the venue at the conclusion of the function.

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

ILLEGAL DRUG POLICY

The South Croydon Football Club understands and accepts it has a duty of care to provide a safe and healthy environment, free of illegal drugs. This policy reflects a commitment by the Club to the health, safety and welfare of all its members.

The South Croydon Football Club is committed to;

- Encouraging and assisting members to realise their full potential within an environment that actively promotes their health, safety and wellbeing.
- Preventing alcohol and other drug related harm to individuals, property and the reputation of the Club.
- Ensuring a supportive and inclusive environment for all members.
- Providing support to members who wish to address their patterns of alcohol and/or illegal drug use.
- Meeting legal requirements in relation to alcohol and illegal drugs.
- Encouraging moderation and a responsible attitude to the consumption of alcohol.

Purpose

The purpose of this policy is to ensure Club members understand the Club's position regarding illegal drugs and explain how the Club will respond to a drug-related incident within its jurisdiction.

Definitions

- **Illegal drugs**

Illegal drugs are used by many people in the community, including young adults, so it is likely that some members of our Club will have access to them. Currently there are two distinct but related illegal drug issues confronting sporting Clubs;

- Performance enhancing drugs
- Illegal drugs used for social purposes (e.g. at parties, raves, in the home, at the Club, etc).

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

- **Club jurisdiction**

The Club jurisdiction extends to the Club premises and all activities organised by or for the Club at any location or venue.

- **Application**

This policy applies to all members, employees, supporters and visitors of the South Croydon Football Club. Members and employees should ensure they do not attend the Club if adversely affected by illegal drugs and/or alcohol.

- **Club confidant**

The Club will designate an appropriate individual to act as the 'Club confidant'. This person may, but does not have to be the Club President or another office bearer and will be responsible for the management of all illegal drug related incidents. The Club will support this person to carry out their duties whenever required.

SOUTH CROYDON FOOTBALL CLUB

Illegal Drug Use

The possession, use, distribution or selling of illegal drugs for any purposes on Club premises or at any function or activity organised by the Club is prohibited.

- In the case of an incident involving an illegal drug, the initial actions and responses will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the Club's duty of care to members, visitors and all other people.
- The Club will investigate all apparent or alleged breaches of this policy and determine a course of action after all relevant facts and circumstances are known.
- The Club may refer a member who is involved in illegal drug use to a medical or health service for assistance or, if the Club deems it necessary in the circumstances, to the police.

Managing illegal drug incidents

Where a Club member becomes aware that illegal drug use is occurring at the Club or within its jurisdiction, the member should pass on this information to the President and/or Club confidant. Should the need arise, the Club will sanction the individual(s) in line with the Club's rules and policies.

The Club confidant will;

- Speak to the individual(s) in private, expressing concern about their drug use.
- Remind the individual(s) of the Club policy and asked for a commitment that it will not happen again.
- Offer options for support and referral for counselling or other help.
- Leave the door open for further communication with the individual(s) concerned.
- Inform the Club President in the event of non-compliance.

If an individual(s) is under the influence of a legal or illegal drug at the Club, the Club will;

- Ensure the health and safety of the individual(s).
- Keep the individual under supervision and monitor them at regular intervals.
- Call for medical assistance if required.
- Arrange safe transport to take them home, unless this involves further risk.
- Take control of any remaining drugs in their possession, unless this involves further risk.
- If the person becomes violent or aggressive, contact police to ensure the safety of all.
- Inform the Club President (and Club confidant) as soon as possible.

Drugs found at the club or in the possession of an individual

If illegal drugs found at the Club or in the possession of an individual, the President and/or Club confidant will be contacted as soon as possible. The Club will;

- Take possession of the drugs if safe to do so.
- Place the drugs in a clean (preferably "snap lock") plastic bag.
- Seal the plastic bag with masking tape to ensure it stays closed.
- The finder and/or Club president should sign and date the tape/bag.
- Record details in an incident register.
- Contact local police and request they attend the Club to collect the drugs.
- Store the plastic bag in a secure place until collected by police.

SOUTH CROYDON FOOTBALL CLUB

- Obtain the signature of attending police for the incident register to show the drugs have been taken into their possession.
- Ask the person suspected to be in possession of the drugs to leave the premises immediately (assuming it is safe for them to do so), if they deny possessing drugs or refuse to relinquish possession of the drugs to the Club.

Supplying Illegal drugs

If it is suspected or known that a member is supplying illegal drugs to other members of the Club, the Club confident will;

- Speak to the individual to determine if they are supplying illegal drugs to others.
- If this is verified, or there is a strong belief this is occurring, the Club will contact Crime Stoppers on 1300 333 000.
- If it is unable to be verified, the Club will monitor the situation and warn the individual that the matter will be reported to the police if the Club has continued concerns.

Privacy

- Subject to its right to contact the police if necessary, the Club will maintain the privacy of those involved where possible.
- The Club will act with discretion when absolute confidentiality cannot be guaranteed.
- Club personnel will be informed on a need to know basis only.

Contacting parents

- In the interests of health and safety, the Club will contact the parents or guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm).
- The Club will inform all members aged under 18 years that parents will be notified if the Club is aware (or strongly believes) they are using or supplying illegal drugs.
- If the member is aged over 18 years, the Club will determine each case on its merits and decide whether contacting parents or guardian is in the best interests of the individual.

Contacting police

- If the Club is aware that a member is supplying illegal drugs to other members, they will notify Crime Stoppers of this activity
- In the case of apparent or alleged illegal drug use, the Club may report a person to, or seek the advice of the police

Medical emergency

The Club understands that medical assistance may be required if a person has been using drugs.

SOUTH CROYDON FOOTBALL CLUB

Media

- The Club will designate a Club official to communicate with the media on behalf of the Club should the need arise.
- The Club may seek advice from the league/association prior to communicating with the media.
- No other member of the Club will communicate with the media on this issue, unless specifically requested by the Club official.

Non-compliance

All Club committee members will enforce the illegal drug policy and any non-compliance will be handled according to the following process;

- The designated Club confidant (and President) will be informed of the breach of policy.
- The individual(s) concerned will be reminded of the Club policy.
- Issue a warning of future sanctions for continued non-compliance.

The Club confidant and President will use their discretion as to the action taken for non-compliance, based on;

- Whether it involved use or supply.
- Whether the use or supply takes place within the Club's jurisdiction or in private.
- Age of the persons involved.

In general, and depending on any other rules of the Club, should an individual(s) continue non-compliance with this policy, the following will occur;

- Suspension for a designated time period.
- Expulsion from the Club.

Policy review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

The South Croydon Football Club's Club Confidante is Wendy Langford – 0408 565 114

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

RISK MANAGEMENT POLICY

CONTEXT STATEMENT

Risks are inherent in all aspects of Australian Rules Football and the Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Football Club is committed to managing risk in accordance with the process described in Australia / New Zealand Standard 4360:2004 - Risk Management. This Standard requires the Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club deals with will include;

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

PURPOSE

The purpose of this policy is to provide a framework for the identification and management of all risks associated with the Football Club's activities.

SCOPE

The successful implementation of the risk management policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation. In order to manage risk in accordance with best practice, the Football Club will comply with the requirements of Australia / New Zealand Standard 4360:2004 - Risk Management, as well as the Club's established Code of Conduct and Guiding Principles.

OBJECTIVES

The objectives of the policy are;

- Identify, report and analyse the Club's liability associated with its range of risks.
- Encourage the ongoing identification and reporting of potential risks.
- Determine the magnitude of risks.
- Develop, prioritise and implement appropriate strategies to address risks.
- Promote and support risk management practices throughout the Club.
- Minimise the cost of insurance claims and premiums.
- Maintain the financial viability of the Club.
- Protect the Club's corporate image as a professional, responsible and ethical organisation.

SOUTH CROYDON FOOTBALL CLUB

The risk management system will be reviewed annually by the Committee to ensure the actions remain appropriate and effective.

RISK MANAGEMENT METHODOLOGY

RISK OFFICER

A member of the Committee shall be appointed annually as the Club's Risk Officer and shall monitor risk identification and management strategies by the Committee.

RISK IDENTIFICATION, MANAGEMENT, MONITORING & REVIEW

It is incumbent on the Football Club's Committee, supported by the Risk Officer to undertake risk assessments as part of the management of the Club, including the setting of strategies and timeframes for treatment of risk.

In general, formal risk assessments are conducted by the Committee and occur at Committee meetings. Risk assessments identify the likelihood of certain events occurring and determines the consequences, both financial and operational. Risk management strategies are then identified by the Committee based on the Clubs risk appetite.

In addition, specific hazard management, accident or incident management and the management of player health will occur on a regular basis, specifically on game day, at training or at functions of the Club. The Committee will implement guidelines and processes to enable such risks to be identified and acted upon on a timely basis.

Records are to be maintained for the following;

- Hazard identification;
- Risk assessments and strategies;
- Accident / incidents; and
- Player health management

The Committee shall review the performance of the risk management systems annually.

RISK EXPOSURES

The following risk exposures provided as a guide;

- Player safety
- The playing surface, fences and goal/behind posts
- Sufficient qualified trainers & coaches
- Medical checks on players
- Team hygiene practices
- Player change room facilities
- Emergency medical equipment
- Availability / accessibility to emergency services
- Official safety
- Secure umpire rooms

SOUTH CROYDON FOOTBALL CLUB

- Competent umpire escorts
- Recreation Reserve - Operational
- Public viewing areas
- Scoreboard / timekeeper facilities
- Vehicular movement and parking areas
- Public conveniences
- Crowd control
- Food/beverage handling and selling areas
- General
- Money handling
- Player / Official valuables security
- Building security

PLAYER SAFETY

Player safety is the major issue facing football Clubs. To promote a safe playing and training environment, the Club:

- Provides assistance to the players with qualified training staff
- Has an injury management policy
- Adheres to the AFL Concussion policy
- Ensures players have adequate Insurance
- Maintains adequate Club insurance
- Utilizes a Match Day Ground Checklist (See Appendix 2)

SAFE OPERATING PROCEDURES

The Committee will prepare safe operating procedures for all areas identified as presenting any risk to the organization, other aspects that may be included are;

- Emergency planning
- Contractor management
- Visiting Club management

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

PRIVACY POLICY

The South Croydon Football Club (SCFC) is bound by the National Privacy Principles (NPP) as set out in the Commonwealth Privacy Act (1988) and certain of the Health Privacy Principles (HPP) as set out in the Victorian Health Records Act 2001.

Collectively these principles influence how, pursuant to this privacy policy, the SCFC collects, maintains, uses, discloses and secures personal and health information regarding SCFC members and their families.

Definitions

For the purpose of this policy;

- “SCFC Privacy Officer” means the person appointed by the SCFC Committee to implement this policy and oversee general privacy issues for the SCFC.
- “Health information” means information or an opinion about;
 - the physical, mental or psychological health (at any time) of an individual;
 - a disability (at any time) of an individual;
 - an individual's expressed wishes about the future provision of health services to him or her; or
 - a health service provided, or to be provided, to an individual that is also personal information.
- “Personal information” means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.
- “sensitive information” means;
 - a) Information or an opinion about an individual's;
 - (i) Racial or ethnic origin; or
 - (ii) Political opinions; or
 - (iii) Membership of a political association; or
 - (iv) Religious beliefs or affiliations; or
 - (v) Philosophical beliefs; or
 - (vi) Membership of a professional or trade association; or
 - (vii) Membership of a trade union; or
 - (viii) Sexual preferences or practices; or
 - (ix) Criminal record; that is also personal information; or
 - b) health information about an individual.

The collection of information

The SCFC will only collect personal information when it is necessary for it to perform the many functions or activities which are part of operating an amateur sporting organisation.

SOUTH CROYDON FOOTBALL CLUB

In the case of health information, in accordance with the relevant HPP, this will further only be collected when the individual in question (or their parent/guardian) has consented, or for instance if collection is required by law, or is necessary to prevent a serious and imminent threat to the life, health, safety or welfare of any individual.

Typically the personal and health information the SCFC collects will include (but is not limited to) information regarding;

- the contact details of players and their families
- player's personal details such as their name and age
- player's medical history and any medical needs
- player's games history (if any)
- other information deemed relevant by the SCFC Committee

Such information will be collected so as to enable the SCFC to perform functions and activities such as;

- Determining whether individuals are capable of participating in the SCFC
- Conducting administrative tasks such as registering members, ordering uniforms and paying membership fees
- Making contact with players, their families and any other organisations it deals with
- Ensuring that medical attendees can adequately and appropriately treat children if injured.

In compliance with its privacy obligations the SCFC will only collect personal and health information in a fair, lawful and not unreasonably intrusive manner.

The SCFC will also, where practicable, ensure that at or before the time of collection, individuals from whom personal or health information is being obtained are aware of factors such as why the information is being collected, to whom it may be disclosed and of their ability to access, where appropriate, such information at a later date. Individuals will also be informed of any law which requires the information to be provided and any consequences which come from a failure to provide such information. For instance if a child's correct medical history is not provided to the SCFC, for personal safety reasons, that child may not be allowed to register as a member.

Where reasonable and practicable the SCFC will only obtain information about an individual from that individual or their parent/guardian.

Use and disclosure of information

The SCFC will typically only use personal and health information for the purpose it was collected.

In accordance with the NPPs and HPPs, the SCFC may however in limited circumstances use information for a secondary purpose. This may occur for instance if the individual or their parent/guardian have consented to this, the secondary use or disclosure is related to the primary purpose and would reasonably be expected, or if there is a serious and imminent threat to an individual's health or safety.

SOUTH CROYDON FOOTBALL CLUB

Without consent, the SCFC will only in limited circumstances disclose information to third persons.

Unless advised to the contrary, the SCFC will assume that individuals and their parent/guardian consent to the SCFC disclosing information (when necessary) to third parties such as;

- South Croydon Football Club Committee
- Eastern Football League officials involved in SCFC activities
- Medical personnel, including those called to attend injured members
- Fellow team members and their parents/guardians (in relation to personal contact details only)

Unless advised to the contrary, the SCFC will also assume that individuals and their parent/guardian consent to the SCFC disclosing information as required by the constitution and rules of the SCFC and the EFL.

The SCFC will also disclose information when required to do so by law.

Information quality

The SCFC will take reasonable steps to make sure that the information it collects, uses or discloses about an individual is accurate, complete and up to date. Parents/guardians can assist the SCFC in fulfilling this obligation, by keeping the Club informed when information, such as contact details or medication needs change.

Information security

The SCFC will take reasonable steps to make sure that the information it has regarding an individual is not lost, misused or inappropriately accessed or disclosed.

Openness

In accordance with NPP 5 and HPP 5, the SCFC has prepared this privacy policy. The SCFC will make this policy publicly available on its website and will also send a hardcopy to any person who requests that they do so. On application to the SCFC Privacy Officer, the SCFC will also take reasonable steps to inform an individual (or their parent/guardian) of the type of information the SCFC has generally collected on them and how, as well as for what purposes such information is held, used and disclosed.

Access and correction

Generally individuals and their parents have a right to access, and if necessary, seek the correction of information held by the SCFC. You can seek access to your information as held by the SCFC by contacting the SCFC Privacy Officer in writing. The SCFC will provide you with access to the information it holds regarding you or your child/children unless an exception under the NPPs or HPPs applies. For instance the SCFC will not provide access to such information if doing so would have an unreasonable impact on the privacy of a third person. If access is denied, the reason(s) for doing so will be provided to you by the SCFC. If access is granted, the SCFC may charge a reasonable amount for doing so. If information held by the SCFC is shown to be inaccurate or out of date, the SCFC will take reasonable steps to remedy this.

SOUTH CROYDON FOOTBALL CLUB

Anonymity

Wherever it is lawful and practicable, individuals will have the option of not identifying themselves when dealing with SCFC. For example, donations can be made to SCFC anonymously.

Sensitive information

In accordance with the NPPs and HPPs the SCFC will only collect sensitive information about an individual in certain limited circumstances, for instance if the individual and/or their parent / guardian have consented, or if such collection is necessary to prevent or lessen a serious and imminent threat to the health of any individual and the individual concerned is unable to provide consent.

Further information, inquiries, and complaints

If you require any further information regarding this policy, or you wish to complain to the SCFC in relation to the manner in which it has dealt with your personal information, please contact the SCFC

Privacy Officer:

Name: Secretary – Vince Cali

E-mail: sthcroydon@efl.org.au

This Policy will be reviewed on or about 30/04/2019

SOUTH CROYDON FOOTBALL CLUB

Appendix 1

Important Club Contacts – 2017 *(subject to change within policy reviews)*

President	Cathy White	(M) 0403 122 966
Secretary	Vince Cali	(M) 0429 040 727
Treasurer	Peter Kaspar	(M) 0411 892 362
Football Operations	Damon Hindmarsh	(M) 0448 544 022
Ground Operations	Paul McConnell	(M) 0409 854 434
Club Confidant	Wendy Langford	(M) 0408 565 114
Club Chaplain	Graeme Barnden	(M) 0437 980 323
Senior Coach	Leigh Adams	(M) 0437 373 129
Reserves Coach	Brad Neil	(M) 0400 655 449
U19's Coach	Phil McDonald	(M) 0404 025 698
Head Trainer	Wendy Langford	(M) 0408 565 114
Club Merchandise	Michelle Cox John Dinnell	(M) 0416 074 965 (M) 0425 823 322

SOUTH CROYDON FOOTBALL CLUB

Appendix 2

Match Day Ground Checklist

Date: _____

Home Team: _____ Away Team: _____

Ground: _____

Field of Play

- Has the ground surface been prepared correctly for Football matches?
- Is the surface free of debris? (free from glass, rocks, rubbish, etc)
- Is the surface in good condition? (grass length, free of holes)
- Are sprinkler covers correctly in place?
- Is the perimeter fencing safe? (signs, etc)
- Are you aware of any other factors which may be dangerous to the players?
- Have goal and behind posts been adequately padded?

YES NO

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Weather

- Have weather conditions or water made the surface unsafe for play?
- Are the weather conditions safe for the game to commence? (extreme heat, lightning etc)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

First Aid

- Is a first-aid kit and ice available for treating injured players?
- Is there a stretcher available for use in the event of a serious injury?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Change Rooms & Toilet Safety

- Are the rooms free of debris? (free from syringes, glass, rubbish, etc.)

<input type="checkbox"/>	<input type="checkbox"/>
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Comments (particularly for any ticked shaded box)

Prior to the commencement of play, we, the undersigned, have undertaken the above inspection and agree that the playing environment is fit for play.

.....
.....

South Croydon Football Club Representative Name

.....
Name (Print)

.....
Signature

A copy of this form must be filed and kept by the HOME Club/League for each match conducted and be kept for seven (7) years. The form must be able to be provided to the AFL/JLT Sport on request if required.